

Focus School Grants

2012-13 Guidelines

**Authorized by the
Elementary and Secondary Education Act
Title I, Part A, Section 1003(a)**



**State of Wisconsin
Department of Public Instruction**

**Tony Evers, PhD
State Superintendent**

This publication is available from:

Title I and School Support Team
Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703

http://dpi.wi.gov/ssos/sup_forms.html

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I. Overview

The purpose of the Title I Focus School Grants, authorized by the Elementary and Secondary Education Act (ESEA), Title I, Part A, Section 1003(a), is to provide local educational agencies (LEAs) with additional funds and resources to help Title I Focus Schools acquire professional development to develop and implement a school reform plan to ensure Response to Intervention (RtI) is implemented with fidelity in reading and/or mathematics.

II. Eligibility

LEAs with Title I Focus Schools are eligible to apply. The Wisconsin Department of Public Instruction (DPI) will contact eligible LEAs.

III. Available Funds

Each eligible LEA may apply for \$14,000 per Title I Focus School during the 2012-13 school year. Award recipients will receive one grant for the 2012-13 school year (July 1, 2012 through June 28, 2013). Districts must encumber grant expenses by June 28, 2013. **Carryover is not allowed.**

IV. Use of Funds

LEAs may use their Title I Focus School grant funds to cover the costs of professional development activities to implement RtI in Title I Focus Schools and/or support costs to maintain Indistar data.

V. Application Information

A. Timeline

November 12, 2012	Grant applications due
Fall 2012	Award documents sent to districts
June 28, 2013	Last day to obligate funds
September 30, 2013	Final financial claims due

B. Application Elements

The Title I Focus School Grant application is available in the LEA's web-based, ESEA Consolidated Application located at <https://www2.dpi.state.wi.us/TPortal/Pages/SignIn.aspx>.

LEAs need to contact their ESEA application administrator for user rights and passwords for this application. In most LEAs, the ESEA application administrator is their ESEA Coordinator.

If you have never used the web-based ESEA Consolidated Application feel free to view this 10 minute webinar explaining how to get started:
http://dpi.wi.gov/esea/ppsx/Getting_Started_final_recorded_webinar.ppsx.

Items 1 – 5 on the next page are hyperlinks found on the Title I Focus School Grant Budget Menu.

1. Contacts

This list provides DPI the contact information for the primary people responsible for the day-to-day operations of this grant program. LEAs shall list the primary person(s) in the LEA that DPI should contact with questions, concerns, etc. regarding this specific grant.

All Title I Focus School Grant contacts must be authorized as application users. (The ESEA application administrator has the ability to authorize users by returning to the ESEA Main Menu and selecting the *Add New User to District User List* link.)

2. View Funding Amount

Allocations amounts are read-only. LEAs may not submit applications until final allocation amounts are uploaded and 85 percent of the funds are budgeted.

3. Title I Focus School Grant Assurances

LEAs must agree to the assurances on this page.

4. Indistar

Indistar is the tool DPI will use to monitor progress in Focus Schools. The application links to the Indistar tool.

5. Enter Instructional Budget

Districts shall contact their business manager for assistance with the budget portion of the application. The budget requires districts to specify how the grant expenses are allocated by budget category (i.e., salary, fringe, non-capital objects, etc.). The budget shall only contain expenses for the current grant year.

Districts must complete grant activities and encumber expenses by June 28, 2013. **Carryover is not allowed.**

a) Eligible Expenses

LEAs may use their Title I Focus School grant funds to cover the costs of professional development activities to implement RtI in Title I Focus Schools and/or support costs to maintain Indistar data.

b) Ineligible Expenses

Capital and non-capital equipment is not allowed under this grant program.

c) Supplement, not Supplant

Funds must be used to supplement, not supplant, efforts funded by local dollars.

VI. Required Program Reports

A. Progress Reports

DPI will use Indistar to monitor the Focus School's progress. LEAs are required to maintain Indistar with up-to-date activities and outcomes.

VII. Financial Requirements

A. General Requirements

DPI encourages applicants to contact their business manager for assistance with the budget portion of the application. LEAs shall adhere to the guidelines set by the Wisconsin Uniform Financial Accounting Requirements (WUFAR). Information about WUFAR is available on DPI's website at <http://dpi.wi.gov/sfs/wufar.html>.

LEAs shall also follow the guidelines set forth in the Financial Management Handbook for Federal and State Grant Programs. This handbook provides a reference to the fiscal requirements and procedures necessary for responsible financial management of DPI administered grant programs. The handbook references state and federal codes regulating grant programs administered by DPI. The handbook is available on DPI's website at <http://dpi.wi.gov/sms/handbook.html>.

B. Budget Revisions

Requests for budget revisions are required when significant changes need to be made to the original approved budget. **The district shall not expend funds until DPI approves the budget revision.**

Grant recipients shall submit budget revisions in the ESEA application. DPI education consultants may contact LEAs asking for reasons behind the modification. All budget revisions must be received and approved by DPI before funds are spent on revised activities.

C. Financial Claims

LEA will submit claims using the ESEA application budget software. DPI recommends recipients to submit program fiscal reports (PI-1086) at least quarterly during the grant period. A final program fiscal report is due September 30, 2013. Direct all questions regarding financial claims to DPI's accountant, Richard Brown, at (608) 266-8053 or richardbrown@dpi.wi.gov.

Districts must complete grant activities and encumber expenses by June 28, 2013. **Carryover is not allowed.**